



**Miami-Dade County
Procurement Management Services
Request For Quote**

111 NW 1st Street, Suite 1300, Miami, FL 33128

REQUEST FOR QUOTE NO. RFQ-00381-3 MDCA

CLOSING DATE/TIME: May 11, 2018 6:00 p.m.

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SECTION 1 – GENERAL TERMS AND CONDITIONS

GENERAL TERMS AND CONDITIONS:

All general terms and conditions of Miami-Dade County Procurement Contracts are posted online. Bidders/Proposers that receive an award through Miami-Dade County's competitive procurement process must anticipate the inclusion of these requirements in the resultant Contract. These standard general terms and conditions are considered non-negotiable subject to the County's final approval.

All applicable terms and conditions pertaining to this solicitation and resultant contract may be viewed online at the Miami-Dade County Procurement Management website by clicking on the below link:

<http://www.miamidade.gov/procurement/library/boilerplate/general-terms-and-conditions-r17-1.pdf>

NOTICE TO ALL BIDDERS:

Electronic bids are to be submitted through a secure mailbox at BidSync (www.bidsync.com) until the date and time as indicated in this Solicitation document. It is the sole responsibility of the Bidder/Proposer to ensure their proposal reaches BidSync before the Solicitation closing date and time. There is no cost to the Bidder/Proposer to submit a proposal in response to a Miami-Dade County solicitation via BidSync. Electronic proposal submissions may require the uploading of electronic attachments. The submission of attachments containing embedded documents or proprietary file extensions is prohibited. All documents should be attached as separate files.

For information concerning technical specifications please utilize the question/answer feature provided by BidSync at www.bidsync.com within the solicitation. Questions of a material nature must be received prior to the cut-off date specified in the solicitation. Material changes, if any, to the solicitation terms, scope of services, or bidding procedures will only be transmitted by written addendum. (See addendum section of BidSync site).

PLEASE NOTE THE FOLLOWING: No part of your proposal can be submitted via **HARDCOPY, EMAIL, OR FAX**. No variation in price or conditions shall be permitted based upon a claim of ignorance. Submission of a proposal will be considered evidence that the Bidder/Proposer has familiarized themselves with the nature and extent of the work, and the equipment, materials, and labor required. The entire proposal response must be submitted in accordance with all specifications contained in the solicitation electronically.

It is the policy of Miami-Dade County that all elected and appointed County officials and County employees shall adhere to the Public Service Honor Code (Honor Code). The Honor Code consists of minimum standards regarding the responsibilities of all public servants in the County. Violation of any of the mandatory standards may result in enforcement action. (see Implementing Order 7-7)

SECTION 2 – SPECIAL TERMS AND CONDITIONS

2.1 **PURPOSE**

This Request for Quote (RFQ) is being issued to submitter's prequalified under RTQ-00381, *Integrated Pest Management (IPM)*. The intent of this solicitation is to provide the County with IPM Services for Miami Dade County Cultural Affairs Department.

DEFINITIONS

- A. **Entomologist** – A person who studies or is an expert in the branch of zoology concerned with insects.
- B. **Pests** – Include, but are not limited to: cockroaches, ants, millipedes, mosquitoes, fleas, bees, mites, bed bugs, rodents, spiders, silverfish, fabric or paper pests, flies, and any other incidental invaders.
- C. **Primary Spaces** - This encompasses each floor of a site(s) and includes, but is not limited to: offices, recreation spaces, storage rooms, kitchen/lounges, janitorial closets, equipment rooms, break rooms, rest rooms, locker rooms, dressing rooms, snack bars, restaurants, boiler rooms, docks and exteriors.
- D. **Safety Data Sheets (SDS)** – The Hazard Communication Standard (HCS) requires chemical manufacturers, distributors or importers to provide SDSs to communicate the hazards of hazardous chemical products.
- E. **Secondary Spaces** - This includes, but is not limited to: stairwells, file rooms, and some unused spaces.
- F. **Tertiary Spaces** - This includes, but is not limited to: large open seating spaces.
- G. **United States Environmental Protection Agency (USEPA)** – an agency of the Federal government of the United States which was created for the purpose of protecting human health and the environment by writing and enforcing regulations based on laws passed by Congress.

2.2 **METHOD OF AWARD**

Award of this contract will be made to the lowest priced responsive, responsible Bidder in the aggregate who meets the qualification criteria listed below. In order to be considered for award, Bidders must submit an offer on all line items listed in Section 4. Items that will be provided to the County at no cost must show a zero (0) in the price line. If a Bidder fails to submit an offer on all line items, its overall offer shall be rejected.

If the Successful Bidder fails to perform in accordance with the terms and conditions of the contract, they may be deemed in default of the contract. If the Bidder defaults, the County shall have the right to negotiate with the next lowest priced responsive, responsible Bidder.

QUALIFICATION CRITERIA

All Bidder(s) shall provide the contact information including the name, cell phone number, and e-mail address of key personnel who will be assigned to the resultant contract. The personnel must be cognizant of industry standards and authorized to discuss matters pertaining to integrated pest management services. Therefore Bidder(s) shall provide the following:

- A. Entomologist
- B. Certified Pest Control Operator
- C. A minimum of two (2) technicians

Upon award of this solicitation, the Successful Bidder has a continued obligation to advise the County of any changes, intended or otherwise, to the key personnel identified in their RFQ response.

2.3 **TERM**

The Contract shall commence on the first calendar day of the month succeeding approval of the contract by the Board of County Commissioners, or designee, unless otherwise stipulated in the Blanket Purchase Order issued by the Internal Services Department, Procurement Management Division. The term shall remain in effect for five (5) years, and shall expire on the last day of the last month of the contract term.

2.4 EXAMINATION OF SITE

It is highly recommended that Bidders visit the site of the proposed work and become familiar with any conditions which may in any manner affect the work to be done or affect the equipment, materials and labor required prior to submitting an offer; including, but not limited to understanding the characteristics of the provided Estimated Square Feet (Section 4) for each site (primary, secondary, and, tertiary spaces). No additional allowances will be made because of lack of knowledge of these conditions. A site visit has been scheduled as follows:

Site visits will be held, **Friday, May 4, 2018 at 9:30 am (local time)**. The meeting point will be South Miami Dade Cultural Arts Center (Main building), located at 10950 SW 211 Street, Miami, FL 33189. Following the visit of the initial site, County personnel will provide access to all other sites listed on Section 4.

Bidders shall arrive promptly as the meeting will start on time. Bidders are requested to bring a copy of the solicitation to the site visit, as additional copies will not be available. The 'cone of silence' will be lifted during the site visit to allow any questions to be addressed with representatives from Miami-Dade County. This is a public meeting and multiple members of individual community councils may be present. The County is not responsible for any costs incurred by potential Bidders to attend the site visit.

2.5 PRICES

Bidders shall provide the total annual cost per site; inclusive of all necessary labor, transportation, material, and equipment to furnish a comprehensive IPM structured service as detailed in Section 3 of this solicitation.

The price(s) resultant from this solicitation shall remain fixed and firm for the term of the contract. The fixed rates quoted shall be deemed to provide full compensation to the Successful Bidder for the purchase, delivery, and any other element of cost or price.

2.6 METHOD OF PAYMENT

In addition to the terms and conditions stated in Section 1.2.H - Prompt Payment Terms and 1.35 - Invoices, the County will pay the Successful Bidder's total annual price in 12 equal monthly installments. No invoices shall be approved for payment unless the County has received all required reports listed in Section 3.7, Reporting & Recordkeeping.

2.7 MIAMI-DADE COUNTY LIVING WAGE

If the total contract value, per year, exceeds \$100,000 the provisions of Section 2-8.9 (Living Wages) of the Code of Miami-Dade County (Code) as amended by Ordinance (Governing Legislation), will apply. A copy of this Code Section may be obtained online at www.miamidade.gov. A copy of the Administrative Order may be obtained online at <http://www.miamidade.gov/aopdfdoc/aopdf/pdffiles/AO3-3p.pdf>.

2.8 ADDITIONAL SITES MAY BE ADDED

Although this solicitation identifies specific sites, it is hereby agreed and understood that the County may at its option add new site(s) to the contract. Should the County determine that additional site(s) need to be added, a request for pricing shall be sought from the Successful Bidder. If the County determines that the price(s) submitted by the Successful Bidder is not fair nor reasonable, the County reserves the right to acquire price quotes through a separate solicitation.

2.9 MISCELLANEOUS PROJECTS

During the term of this contract, the County may require services for miscellaneous projects for an abbreviated duration. In those instances the County may at its discretion, issue a request for pricing to the Successful Bidder. If the County determines that the prices submitted by the Successful Bidder are not fair nor reasonable, the County reserves the right to negotiate pricing or acquire price quotes through a separate solicitation.

SECTION 3 – TECHNICAL SPECIFICATIONS

3.1 **GENERAL**

The Successful Bidder shall engage proper IPM standards and concepts in accordance with Section 3.1 of *RTQ-00381, Integrated Pest Management* to eliminate all Pests. Therefore, the Successful Bidder shall formulate operational, site specific, low risk, and cost effective strategy(ies) to manage pests while adhering to the provided minimum standards of performance as delineated in this RFQ.

3.2 **PESTS**

The Successful Bidder shall eliminate all indoor door Pests within the building boundaries; including Pests attached to the site's structure and located within ten (10) feet of the site(s) perimeter. When combs are located on the outside of walls, the Successful Bidder shall remove dead bees, honey, and combs after successful eradication. In situations where a lift is required; with prior approval from the County, the Successful Bidder may rent a lift. The rental cost associated with the lift shall be billed to the County on a pass through basis.

The Successful Bidder shall provide drain fly treatment services using County approved foaming agents.

3.3 **HOURS OF OPERATION**

The Successful Bidder shall perform all work under the resultant contract Monday - Friday, during the hours of operation of 9:00 A.M. – 3:00 P.M. for each site, which do not adversely affect human health or productivity. Prior to commencement of service, the Successful Bidder shall notify the County two (2) business days in advance. That notification shall contain the time and date service will be provided.

With prior approval from the County's Pest Control Manager; pesticides with a high capacity to vaporize either active or inert components shall be applied at night or on weekends when the site is vacated to allow for ventilation before re-occupancy. When it is necessary to perform work outside the designated hours of operation, the Successful Bidder shall notify the County at least two (2) working days in advance.

3.4 **INSPECTIONS AND TREATMENT SERVICES**

All inspections and services shall be authorized by the Bidder's Certified Pest Control Operator (CPCO) before the commencement of service.

At a minimum, the Bidder shall, perform the following inspections and treatment services:

A. Initial Inspections:

Conduct a thorough initial inspection upon issuance of the contract or when being assigned new sites. The initial inspection is for the purpose of evaluating the needs of each site. The Successful Bidder shall present the findings, per site, to the County. Upon completion of the initial inspection, a Pest Management Plan (See Section 3.6 – Pest Management Plan) must be created.

B. Routine Inspections/Treatment Services:

Conduct a regularly scheduled inspection and treatment service(s) for Pests, set out or collect monitoring traps, and treat sites for Pests as needed. Primary sites shall be inspected and serviced at a minimum once per month.

C. Emergency Inspections/Treatment Services:

Conduct as-needed emergency inspection and treatment service(s) in response to County request 24 hours a day, 7 days a week, 365 days a year. Emergency services, when requested, are to be performed within four (4) hours of notification by the County.

D. Call-Back/Treatment Services:

Conduct a follow-up inspection and/or treatment service(s) when requested by the County. Routine call-back service shall be furnished within one (1) business day after notification by the County.

3.5 SITES

All sites must be inspected and/or treated at a minimum of once per month; unless, otherwise indicated and approved on the ensuing PMP for the subject site(s). The frequency may increase and/or decrease at the County request at no additional charge to the County.

3.6 PEST MANAGEMENT PLAN (PMP)

The Successful Bidder shall submit a written PMP upon completion of the initial inspection of each site authorized by the Bidder's CPCO. Should the PMP be deemed unacceptable by the County, the Successful Bidder shall have five (5) business days to submit a complete revision. Upon approval of the PMP by the County, the Successful Bidder shall provide an e-mail copy to each site point of contact and the County's Pest Control Manager. In addition, the County may request to receive a hard and/or electronic copy of one or all of the approved PMP at any time. If so, the Successful Bidder shall provide the requested PMP plan(s) in the requested format within five (5) business days. Any modifications and/or updates made to the PMP must be submitted and approved by the County.

At a minimum, the Successful Bidder shall structure a PMP that consists of all the following items:

- A. Service schedule for each site; include detailing the service schedule for primary, secondary, tertiary spaces for each site;
- B. Estimate what portion of actual service will be spent on inspection or survey;
- C. Provide a general description of sanitation conditions that may promote or lead to pest infestations;
- D. Describe in detail pest infestations that may be difficult to suppress and the course of action required to remedy the situation in detail;
- E. List equipment, supplies, and pesticides used for pest management, including brand names of rodent bait boxes, insect and rodent trapping devices, pest monitoring devices, and any other control devices or equivalent to be used in each site;
- F. Provide a copy of the current label and the most recent SDS for all pesticide(s) to be used. Should any label(s) and/or SDS's initially provided with the PMP be updated or modified in any way throughout the term of the contract, it is the Successful Bidder's responsibility to provide the County with copies of the new labels or SDS's which incorporate those changes. **NOTE:** Additional labels and SDS's may be required to meet departmental needs at the request of the County;
- G. If residual pesticides will be applied a request must be submitted to the County Pest Control Manager for approval.

3.7 REPORTING & RECORDKEEPING

The Successful Bidder must offer software to be utilized in reporting and recordkeeping plans to enable the County to monitor Successful Bidder work in a timely and efficient manner. The Successful Bidder must create a report at each inspection and service call. All reports must be kept in sequential numbered order. The County may at any time request any report or any series of reports as deemed necessary. The requested report must be provided within two (2) business days from the date of request.

The County requires that the Successful Bidder utilize an electronic coding system to accurately capture the time spent at each site (i.e. barcodes, quick response code's).

At a minimum, the Successful Bidder shall, structure all report(s) with the following:

- A. Designate the name of service technician(s), date, and location of service;
- B. Time spent at site (scan electronic coding system upon arrival and departure of each serviced site);
- C. Location of infestation, pests founds, type of pest management procedures employed and pest control materials utilized;
- D. Identify pesticides used, method of application, active ingredients, and provide the Environmental Protection Agency (EPA) Number; and
- E. Detail any findings of deficiencies due to lack of access, inadequate or improper treatments, or recommendations of change to a more effective chemical.

The Successful Bidder shall provide copies of each report within five (5) working days upon completion of work to the County.

3.8 **PESTICIDES**

The Successful Bidder shall only use pesticides disclosed and previously approved on the PMP. All pesticides used by the Successful Bidder shall be registered with the United States EPA. No pesticide products, containers or dispersal equipment that is the property of the Successful Bidder shall be stored in or on County property. The Successful Bidder shall use perimeter spraying in rare circumstances when approved by the County.

At a minimum, the Successful Bidder shall:

- A. Coordinate pesticide application with the County;
- B. Transport, handle, and use all pesticides in strict accordance with the manufacturer's label instructions;
- C. Apply pesticides in any inside or outside area of a site, upon visual inspection or monitoring, indicating the presence of pests in that specific area. Fresh rodent droppings, burrows, rub marks or runways are sufficient to indicate the presence of rodents in an area;
- D. Upon County request, provide samples of the pesticides for laboratory analysis;
- E. Replace ineffective pesticides due to an increase in pest resistance; and
- F. Report and record all applications of pesticides.

1) **INSECT CONTROL**

- A. Non-Pesticide Methods: The Successful Bidder shall use non-insecticidal methods of insect control whenever and wherever possible.
- B. Application of Insecticides: When it is determined that an insecticidal dust or liquid must be used in order to obtain adequate insect control, the Successful Bidder shall employ the least hazardous product, most precise application technique, and minimum quantity of pesticide necessary to achieve control. Liquid or dust insecticide formulations shall be applied only as crack and crevice treatments with application devices specifically designed or modified for this purpose. County approval is required before the application of residual pesticide.
- C. Insecticide Bait Formulations: The County considers bait formulations to be the standard pesticide product for typical office space, along with habitat modification and cultural recommendations. Containerized and other types of bait formulations shall be used for cockroach and ant control to the greatest extent possible.

2) **RODENT CONTROL**

- A. Indoor Trapping: The Successful Bidder shall only use trapping devices for rodent control inside occupied sites. All trapping devices shall be concealed out of general view and in protected areas so as not to be affected by routine cleaning and other facility operations. For aesthetic and/or safety reasons there are times when traps must be placed in trap boxes or otherwise protected. Trapping devices shall be checked daily or on a schedule approved by the County. Trapping shall not be performed during times when trap maintenance can be delayed (i.e. Weekends, Holidays, etc.) in sites which are occupied by people. Trapping may continue in sites that are normally vacant during weekends and holidays. In these sites, traps shall be inspected and serviced, during the designated hours of operation, on the first business day after the weekend or Holiday. The Successful Bidder shall remove trapped or dead rodents from inside and/or around all sites within four (4) hours of notice by the County, as this is considered an emergency inspection/treatment service. Additionally, the Successful Bidder shall dispose of all trapped rodents and all rodent carcasses in a sanitary and safe manner.
- B. Use of Rodenticides: Rodenticide products shall not typically be used inside any sites. County approval is required in exceptional circumstances, when rodenticides are deemed essential for adequate rodent control inside occupied sites prior to treatment application. All rodenticides, regardless of packaging, shall be placed either in locations not accessible to children, pets, wildlife and domestic animals, and in USEPA-approved tamper resistant bait boxes. All rodenticides shall be collected and removed from County facilities after a rodent outbreak has been abated.

- C. Use of Bait Boxes: All bait boxes shall be maintained in accordance with USEPA regulations, with an emphasis on the safety of non-target organisms. When using bait boxes adherence to the following criteria is required:
- a) Furnish keys, upon County request, to inspect the interior of all rodent bait stations;
 - b) All bait boxes shall be placed out of general view and in locations where they will not be disturbed by routine site operations;
 - c) The lids of all bait boxes shall be securely locked or fastened shut;
 - d) All bait boxes shall be securely attached or anchored to the floor, ground, wall, or other surface, so that the box cannot be easily picked up or moved;
 - e) Bait shall always be placed in the baffle-protected feeding chamber of the box and never in the runway of the box;
 - f) All bait boxes shall be labeled with the Successful Bidder's business name, address, date of the installation and each servicing. A map listing locations shall be maintained by Successful Bidder of all permanently installed bait stations. This map listing shall be made available to the County upon request;
 - g) Replace damaged or missing bait boxes; and
 - h) Permanently installed rodent baiting stations shall be removed at the end of the contract term or the earlier termination thereof.

3.9 **PERSONNEL**

In addition to Section 1.20, Responsibility as Employer; the Successful Bidder personnel shall wear distinctive uniform clothing when on County property. The uniform shall have the Successful Bidder's name on their uniform in an easily identifiable manner.

3.10 **SPECIAL SECURITY & BACKGROUND INFORMATION**

The Successful Bidder's personnel may be provided with special instructions and/or restrictions associated with any of the listed site(s). The County may guide the Successful Bidder through such site(s). These special instructions and/or restrictions must be incorporated into the Successful Bidder's PMP. Site(s) passes may be supplied by the County on an "as needed basis". The County may request that the Successful Bidder provide comprehensive criminal background checks of their personnel at their own expense.

3.11 **SAFETY**

The Successful Bidder shall take all necessary precautions to ensure civilian and employee safety at all times and to ensure the containment of the pesticide to the site of application.

All services provided by the Successful Bidder under the resultant contract must be performed by certified technicians that have the training and experience to safely perform this service.

SECTION 4 – BID SUBMITTAL FORM

FIRM NAME: _____

4.1 QUALIFICATION CRITERIA

As stated in Section 2.2., Bidders shall provide the following:

Entomologist	
Name:	_____
Cell Number :	_____
E-mail Address:	_____
Certified Pest Control Operator	
Name:	_____
Cell Number :	_____
E-mail Address:	_____
Technicians	
1) Name:	_____
Cell Number:	_____
E-mail Address:	_____
2) Name:	_____
Cell Number:	_____
E-mail Address:	_____



4.2 PRICE SUBMITTAL

PRICE SCHEDULE							
Item #	Site	Estimated Square Feet	Annual Price 1st Year	Annual Price 2nd Year	Annual Price 3rd Year	Annual Price 4th Year	Annual Price 5th Year
1	Miami Dade County Auditorium 2901 W Flagler Street Miami, FL 33135	42,921	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
2	Joseph Caleb Auditorium 5400 NW 22nd Avenue, Bldg. B Miami, FL 33142	16,305	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
3	African Heritage Cultural Arts Center (All Buildings/Structures) 6161 NW 22nd Avenue Miami, FL 33142	28,190	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
4	South Miami Dade Cultural Arts Center (Main building and Activities building) 10950 SW 211 Street Miami, FL 33189	60,052	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____